

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

01/29/04

Does not confer to Civil Service Status

POSITION: Greens keeper Apprentice

ANNOUNCEMENT# SP 30-04

NA-5003-04/05

Salary: \$8.04 - \$9.03 per hour

LOCATION: MWR Dept., Commercial Act/Golf

CLOSING DATE: Open until filled

NSA Norfolk, VA 23511

AREA OF CONSIDERATION: Open

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Operates all types of power turf maintenance equipment including but not limited to tractors with pull behind gang mowers, bush hogs, grading blades, aerator, drag mats and other attachments; tractor loaders/backhoes, out front rotary mowers, push mowers, brush cutters, power reel mowers, power sand trap rakes, verticulators, seeders, pick-up and dump trucks, trucksters, etc. May learn to operate tractors with various attachments and/or tractor loaders/backhoes. Operates a variety of equipment such as weed eaters, chain saws, chippers, hedge trimmers, blowers, tillers, edger's, etc. Services equipment before use; may do minor repairs and adjustments as necessary. Cleans equipment after use and informs the Equipment Manager of problems encountered. Cultivates greens by aerating, top-dressing, preparing ground for sod or seed and installing same, installing and maintaining flower beds, assisting with installing and maintaining irrigation and drainage systems, and/or construction tees and other course features. Under direction, calibrates sprayers and spreaders and applies fertilizers and pesticides at appropriate rates. Upon certification of the appropriate permits, applies fertilizer/pesticides to assigned area. Performs a variety of golf course maintenance tasks as necessary such as changing cups and moving tee markers, removing trash, mowing greens, tees, collars and aprons, fairways greens and tee banks, rough and adjacent areas; raking and edging bunkers; removing leaves and debris; hand watering greens and other areas. Uses all types of hand tools such as rakes, shovels, hoes, axes, etc. Cleans building interior spaces; repairs and paints course accessories during the off-season. May be assigned as crew leader for assigned tasks. Assists in training new employees in learning golf course tasks and the safe, proper operation of equipment. Performs other related duties as assigned.

QUALIFICATIONS: Must be able to read, write and understand both written and verbal instructions, be a high school graduate or equivalent, and have a minimum 1 year documented experience in golf course maintenance. Must have a general knowledge of maintenance of fine turf, trees and ornamentals and have the ability to operate a variety of equipment pertinent to golf course maintenance. Ability to operate vehicles such as pick-up trucks and 5-ton dump trucks with manual transmissions. Must have the ability to operate all types of turf maintenance equipment. **Special Requirements:** Must possess and maintain a valid state driver's license and have the ability to operate manual transmissions. Will be required to earn a Commonwealth of Virginia Registered Technician Permit and ultimately, a Pesticide Applicator's Permit. This position is subject to an irregular tour, which may include weekends and holidays.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)